

BURSTON AND SHIMPLING PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL

Held on Monday 14th October 2013 at 7.30 p.m. at St Mary's Church, Burston

Present: Len Hobson Chair
Alison Wakeham
Christine Stevens
Nigel Frankland
Keith Lankester
Tom Grieve

Pam Anderson Clerk to the Council

Cllr Keith Weeks and Mikey Bentley from South Norfolk Council attended for part of the meeting.

Action

89. Apologies

89.1 Apologies for absence were received and accepted from Terry King.

90. Declarations of Interest

There were no declarations of interest.

91. Resolution to Adjourn the Meeting for Public Participation

91.1 Mikey Bentley had been present during the afternoon to display the 3 proposals for the playing field play equipment for consultation with Burston Primary School and parish residents. He explained the process in deciding the equipment to be installed. MB would now analyse the results of the consultation and invite the chosen supplier to meet with the Parish Council to finalise the scheme. MB confirmed that the Parish Council had committed £6,000 to the project and was confident that funds could be obtained through grants to a final project total of £30,000. Phased installation was discussed, but MB advised that these are generally more expensive. NF thanked MB for his help and noted that the consultation showed there was community support for the project.

91.2 Cllr Keith Weeks spoke about the recent problem of cabling theft and reported the new law regarding scrap metal had now come into force, which had been welcomed by legitimate scrap organisations. KW explained that purchase of scrap metal could only be paid for by cheque with an absolute paper trail in place. Dealers had to be authorised, for which they pay an annual fee. KW reported that the Police were very keen on enforcing the scheme.

91.3 KW reported that there had been an big increase in the number of people coming forward who needed assistance from the District Council with regard to homelessness. He noted that locally there were good teams of people dealing with this issue who were good at finding solutions for people in danger of becoming homeless.

91.4 KW reported, on behalf of Cllr Beverley Spratt, that BS would be chairing the Annual Road Safety Public Meeting at the end of October. KW distributed details of the event.

Action**92. Minutes of the Parish Council Meeting of 9th September 2013**

- 92.1 KL proposed and NF seconded that the minutes of the Parish Council Meeting of 9th September 2013 were adopted as a true and accurate record which was agreed by all.

93. Matters Arising from the Minutes of the Parish Council Meeting of 9th Sept 2013

- 93.1 Item 72.1 – Cutting of overgrown hedges in Mill Road. LH reported that letters were to be hand delivered to land owners.
- 93.2 Item 76.2 – Parking in Rectory Road. LH reported that he had made contact with Saffron Housing and sent photographs showing the problem. Housing Management had agreed to look at the problem and report back.
- 93.3 Item 72.5 – Shimpling Telephone Box. LH reported he had spoken to BT regarding the telephone service and the condition of the telephone box. BT had confirmed they would repair the service and would look into cleaning the box. LH noted that he had advised that the box needed more drastic treatment than just cleaning and awaited BT's comments once they had been to site.

94. Correspondence (not separate agenda item)

- 94.1 Joint Core Strategy for Broadland, Norwich and South Norfolk. AW reported that the suggested main modifications were mostly in the Broadland area.
- 94.2 Greater Norwich Playing Pitch Strategy and Built Facilities Strategy. An introduction to this project had been received and it was noted that the Parish Council may be asked about the playing field in time but no action was needed at present.
- 94.3 Autumn Leaf Cleansing, request for additional routes from SNC. PA advised she had passed on additional routes to SNC as advised by Councillors.
- 94.4 All other correspondence received was noted as listed on the appendix attached to these minutes.

95. Planning

- 95.1 2013/1312 Chilterns, Mill Green, Burston. Approval with conditions was noted.
- 95.2 2013/1701 The Old Pavillion, Crown Green, Burston. Proposed erection of cart shed. After consideration it was resolved to recommend the application for approval with a comment that concern had been noted with regard to the height of the proposal, but the Parish Council would recommend for approval subject to the height of the building being acceptable to the Planners in a conservation area.
- 95.3 2013/0725 Upper Vaunces Farm. The date of the Local Inquiry, to be held commencing 7th January 2014 for 8 days, was noted.

96. Accounts to Approve for Payment and Finance

- 96.1 Statement of Accounts. LH proposed and KL seconded approval of the statement of accounts as at 7th October 2013 and the payment of the following in accordance with the budget and as the approved schedule of payments presented at the meeting, which was agreed by all.

Action

Chq. No.	Payee	Details
101389	P Anderson	Clerks Salary and Allowances 1 st -30 th Sept 2013
101391	HMRC	PAYE 2 nd Quarter
101392	Jim Howard (Just Jim)	Caretaker Duties/1 st -30 th Sept 2013 and expenses
101393	Norse Commercial Services Ltd	Playing field grounds maintenance
101394	Berryman	Bottle bank rental and collection Sept 2013
101395	Mazars	Annual External Audit Fee
101396	Royal British Legion	Donation
101397	P Anderson	Reimbursement for service of strimmer

- 96.2 Annual Return for year ended 31st March 2013. PA advised that the annual return had been received with the Auditor's opinion being that the information in the annual return was in accordance with proper practices and no matters had come to their attention which gave cause for concern that relevant legislation and regulatory requirement had not been met.
- 96.3 Mazars had noted that local councils should account for fixed assets at their purchase cost, or a proxy cost if the purchase cost was not known, and that the 'book' value should stay constant until disposal. It was noted that this was contrary to advice given in the past where Council had been advised to account for fixed assets with a depreciation value decreasing annually. AW would revise the fixed asset register accordingly. **AW**
- 97. Budget 2014/15**
- 97.1 Draft 2 of the budget for 2014/15 was considered together with a forecast of spending for the remainder of the financial year and an estimated precept for 2014/15. PA noted that with the purchase of new playground equipment the Asset Reserve Fund allocation needed to be considered with a target amount and period agreed. Councillors would consider this for inclusion in the budget at the next meeting. **ALL**
- 97.2 LH noted that provision needed to be made for on-going maintenance of the new playground equipment and asked PFAC to consider this to bring back to the next Parish Council meeting for inclusion in the budget. **PFAC**
- 98. Highways**
- 98.1 LH reported that a meeting had been held with NCC Highways and BOCM Pauls and progress was being made on the highways schedule. A further meeting was scheduled for December. NF reported that he would be chasing Gary Overland on some outstanding items. **LH/NF**
- 99. Footpaths**
- 99.1 TG reported that he had met with CS and AW to ascertain where the current situation with regards to footpaths was to date and formulate a way forward and they had started to outline proposals for actions on reporting footpath issues and making contact with landowners. CS advised that she had reported 2 items to NCC and was tracking their progress. TG and AW were liaising on using the Parish Online software as a tool in footpath reporting and identification. **TG/CS/
AW/KL**

Action**100. BOAT 36**

- 100.1 NF confirmed that notice had been received that the closure of BOAT 36 had been extended until March 2014. Notices had been put up at each end of the byway, although the bollards were still to be replaced. NF would make contact with Sir Rupert Mann to try and get the bollards replaced. NF noted that it would be necessary to continue to press for a permanent closure as a further extension to the temporary closure was unlikely.
- 100.1 It was noted that Natural England had contacted the Parish Council with a request for further information and a formal response was awaited.

NF**101. Playing Field Project**

- 101.1 KL reported on the progress of the project in TK's absence. He noted that the application to the Woodland Trust for hedging plants had been successful and they should be received in the first week in November, and would need to be planted as soon as possible after that. PFAC had also been advised that they should be getting the trees they had requested from SNC. KL noted that a cultivator would need to be hired for the hedge planting and TK had investigated this and been given a reduced hire rate as the use was for a community project. Other tools would also be required. KL advised that volunteers would be needed to help with the planting and agreed to canvass the Parish for people to make up working parties. NF offered to produce a flier. LH thanked the PFAC for their work on the playing field project and also thanked Clare Cowan and Natalija Stevens for their contribution and expertise.
- 101.2 LH repeated the need for PFAC to produce projected on-costs for the various aspects of the project and to report these to Council for budgeting. LH also reminded the advisory committee to obtain approval for spend before making any commitments.

KL/NF**102. Future of Football Pitch**

- 102.1 LH advised that he had been in touch with the contact from Burston United Football Club with regard to them no longer wishing to use the football pitch and their gifting of the goal posts, nets and white lining equipment to the Parish Council and was awaiting their written confirmation.
- 102.2 LH had been approached by Scole United Football Club regarding the possibility of them hiring the pitch for use by their junior teams, however, in the long term they would hope to upgrade the facilities on the playing field and had suggested this could be achieved through them obtaining funding, being an FA Charter Standard Community Club which gave them access to grants. It was agreed that any major investment in the sheds/changing facilities would need to be subject to public consultation.
- 102.3 After consideration it was agreed that LH would investigate with Scole United their minimum requirements for use of the football pitch in the long term and whether they could make use of the pitch this season with the current facilities.

LH**103. Use of the Playing Field and Car Park by Burston Primary School**

- 103.1 Correspondence from Carol Green, Headteacher of Burston Primary School had been distributed. CG had made a request for consideration of lighting in the car park and more substantial fencing around the car park to restrict the children's access to the road. LH outlined the history of the installation of the car park, being a school led project with support from the Parish Council. The low timber rail fencing had been included in the planning approval.

Action

103.2 LH advised Council that lack of funds had limited the size of the car park at the time of construction and the planning approval allowed for a possible 40 spaces. The car park was in the ownership of the Council who had the option to extend it in the future if funds became available.

103.3 LH noted that the school's reluctance to use the playing field was a safeguarding issue and it would be necessary to consult the school and Children's Services to discuss what would be needed to meet safeguarding requirements. It was felt that costs could possibly be prohibitive, although funding related to safeguarding may be available from Children's Services.

103.4 LH noted that with regard to the lighting it would be necessary to consider cost versus benefit as well as planning issues, including the views of neighbours. LH and CS agreed to meet with the school to discuss the fencing and lighting of the car park.

LH/CS**104. Burston House Hospital Liaison Group**

104.1 Due to TK's absence the feedback from the liaison group meeting was carried over to the next parish council meeting.

TK**105. Community Emergency Plan**

105.1 LH had previously circulated an updated version of the Emergency Plan. It was proposed to put an article in the next issue of the Planet to invite nominations of any vulnerable residents who may require more focussed attention in the event of an emergency. Burston House Hospital had also been added to the plan as a resource. LH noted that the Plan would now be forwarded to SNC and thanked Andrew Grimley for his support in the role of deputy coordinator.

LH**106. Date of the next Parish Council meeting and Agenda Items**

106.1 The date of the next meeting would be Monday 11th November 2013 to be held at St Mary's Church, Burston.

Agenda Items for the next Parish Council Meeting

Highways Feedback

Footpath Feedback

BOAT 36

Budget for 2014/15

Burston House Hospital Liaison Group Feedback

Don Swanton Award

CAT's use of Church Green September 2014

The meeting closed at 9.30 p.m.

APPENDIX I – MINUTE 94.3**SCHEDULE OF CORRESPONDENCE – not on agenda**

	Subject	Received From	Contents
1.	Norfolk RCC Newsletter	NRCC	Signpost August 2013
2.	NALC Annual Report	NALC	2012/13 Annual Report
3.	NALC Autumn Seminar	NALC	Details of seminar to be held on 6 th November
4.	Weekly Update for NALC members	NALC	Week ending September 6th
5.	Norfolk RCC e-newsletter	NRCC	August Newsletter
6.	Weekly Update for NALC Members	NALC	Week ending September 13th
7.	Grit Bin Register	NCC	Request for information on location of grit bins
8.	South Norfolk Older People's Forum	SNOFP	Notice of AGM and talk to be held on 23 rd October
9.	Weekly Update for NALC Members	NALC	Week ending September 20th
10.	Weekly Update for NALC Members	NALC	Week ending September 27th
11.	Parish Crime Statistics	Norfolk Police	Statistics for September 2013
12.	Weekly Update for NALC Members	NALC	Week ending October 4th
13.	Norfolk Putting People First consultation	NCC	Details of consultation
14.	Norfolk RCC e-newsletter	NRCC	September Newsletter